

HEALTH AND PHYSICAL READINESS SOFTWARE APPLICATION

Tutorial

18 April 2000

HAPR Application

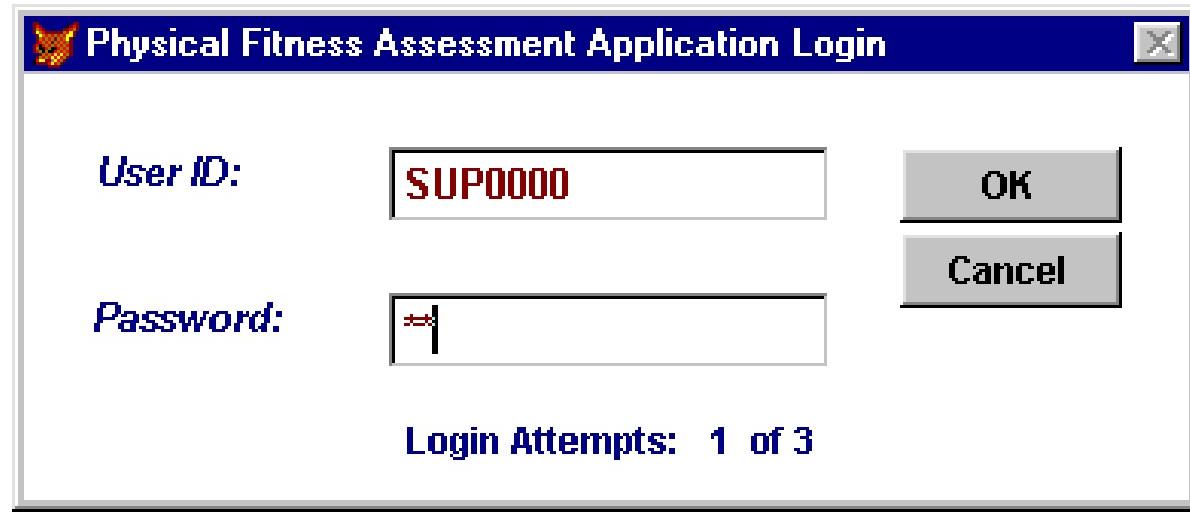
■ Description of software

- PC-based, networked or standalone
- Distributable to CFL's via the Internet, on CD or floppy diskette

HAPR Application

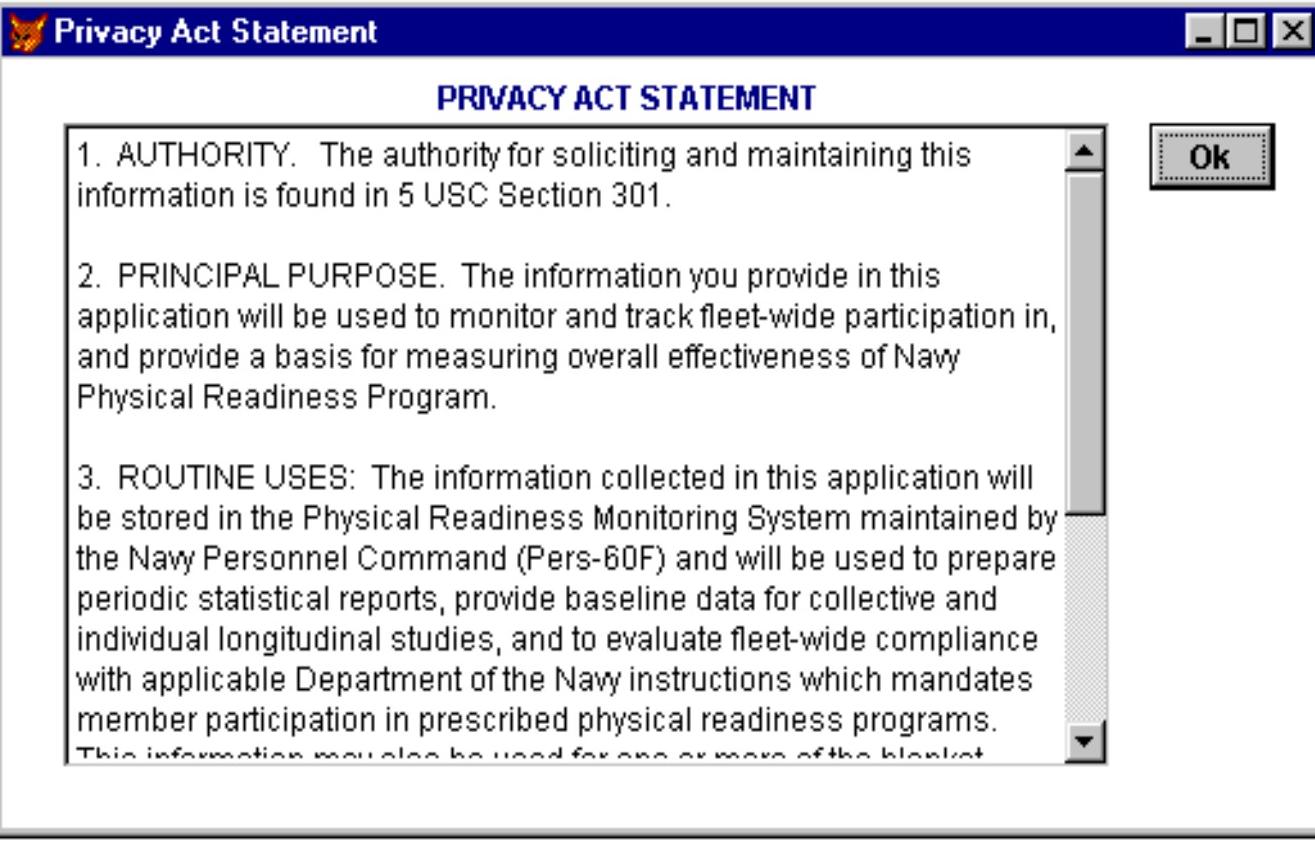
- Data collection keyed to cycle events
 - Collect personnel data
 - Establish dates for events
 - Obtain member risk assessments
 - Refer to medical where necessary
 - Body composition measurements
 - Conduct PRT
 - Produce reports and export data

HAPR Application - Login



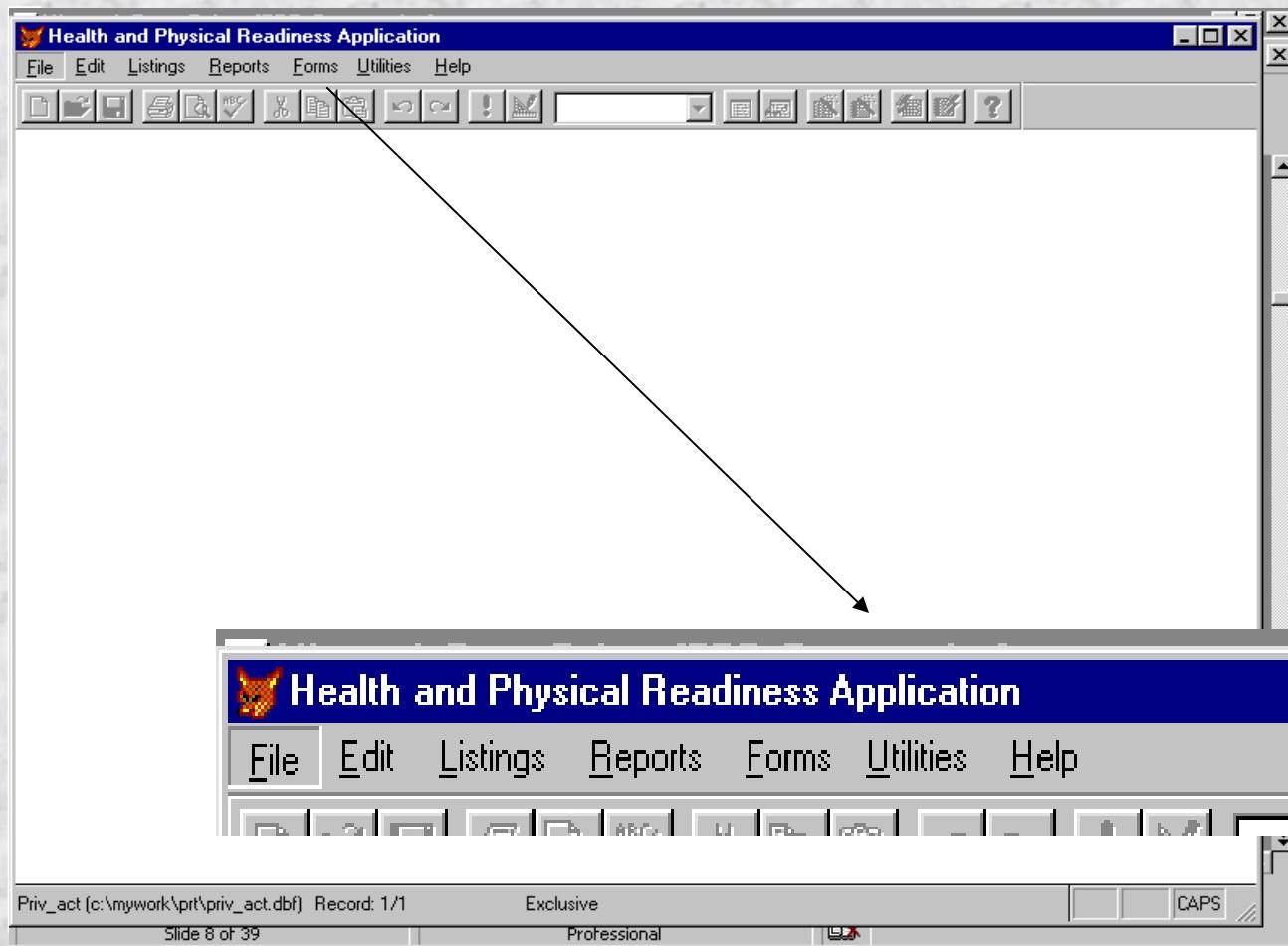
This is the login screen. The default userid is shown. The default password is 00 (zero-zero). You should establish yourself as a user. This will be demonstrated later

HAPR Application - Privacy Act Statement Acknowledgement



Privacy
Act
Statement.
Click on
Ok to
continue.

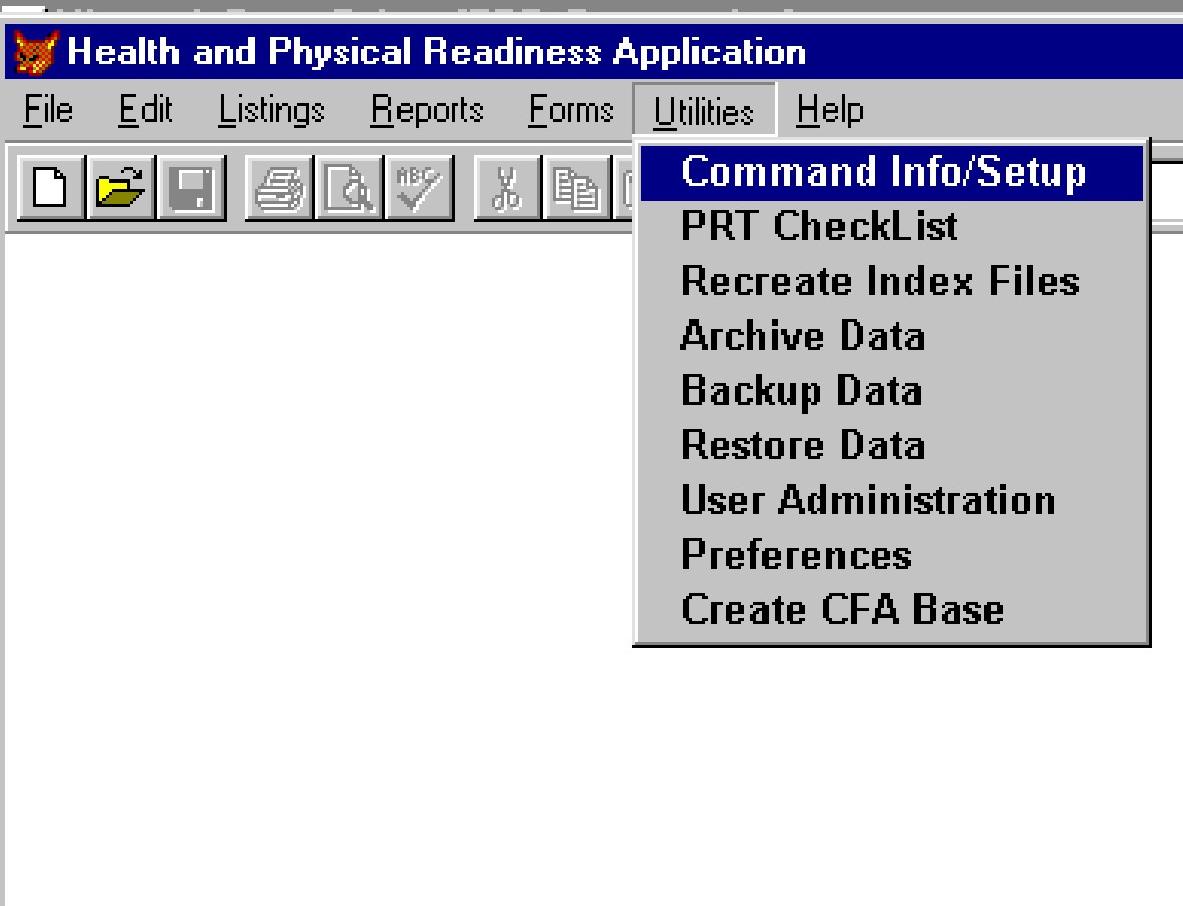
HAPR Main Menu



This is the HAPR Main Menu.

Magnified view

HAPR Utilities - Command Info



The first step - setup command info. Access to setup is through the Utilities menu. Highlight Command Info/Setup and press Enter or click on the menu item.

HAPR Command Info

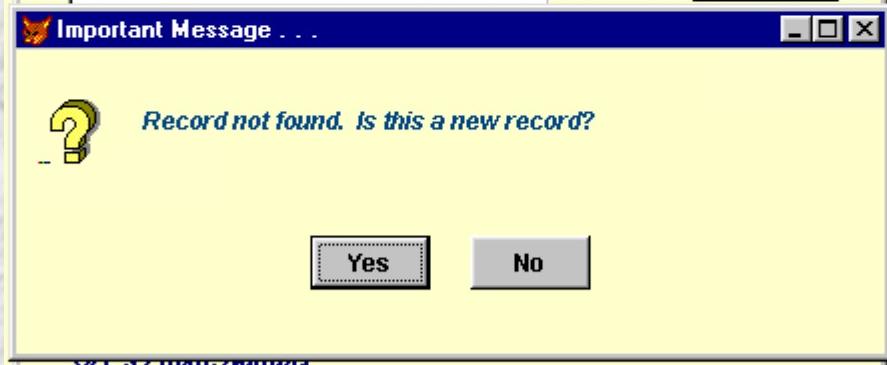
 Health and Physical Readiness Setup

UIC	<input type="text"/>	Search
Unit Name (PLAD)	<input type="text"/>	Browse
Type Commander	<input type="text"/>	Save
CO's Name, Rank, Br/Service	<input type="text"/>	Clear
CFL's Name, Rank, Br/Service	<input type="text"/>	Delete
CFL's Phone Number	<input type="text"/>	Close
CFL's Email Address	<input type="text"/>	

Enter your command's UIC.
Tab to Search.
Press Enter.

The system will search for
an existing record matching
the entered UIC.

HAPR - Record Not Found



This message is typical throughout the HAPR application. Anytime a record is not found to match the data entered, this message will be displayed. You must respond 'Yes' to add a new record.

This message is displayed because the UIC you entered was not found. For the initial input, this is the normal message. Press ENTER or click on 'Yes' to acknowledge the message.

HAPR - Command Info

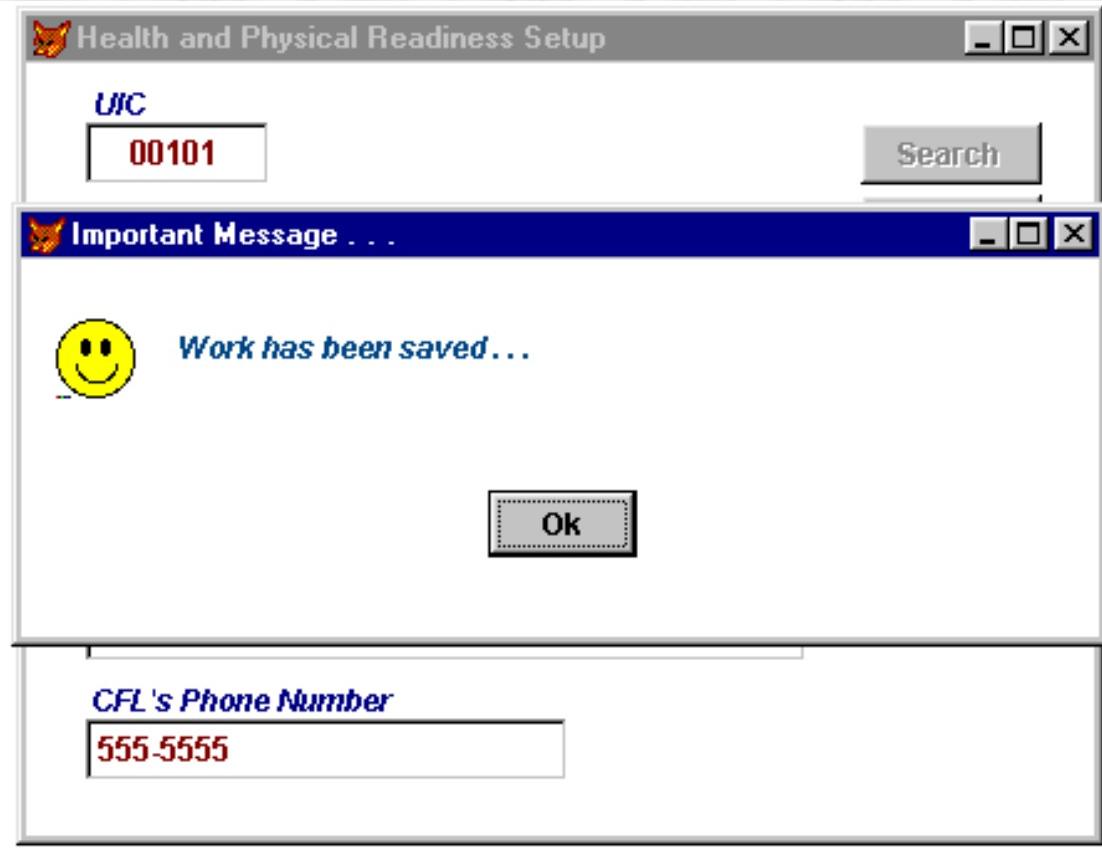
 Health and Physical Readiness Setup

<i>UIC</i>	<input type="text" value="00001"/>	<input type="button" value="Search"/>
<i>Unit Name (PLAD)</i>	<input type="text" value="NAVPERSCOM"/>	<input type="button" value="Browse"/>
<i>Type Commander</i>	<input type="text" value="CHNAVPERS"/>	<input type="button" value="Save"/>
<i>CO's Name, Rank, Br/Service</i>	<input type="text" value="JOHN A. DOE, CAPT, USN"/>	<input type="button" value="Clear"/>
<i>CFL's Name, Rank, Br/Service</i>	<input type="text" value="BILL C. SMITH, EMC, USN"/>	<input type="button" value="Delete"/>
<i>CFL's Phone Number</i>	<input type="text" value="555-555-5555"/>	<input type="button" value="Close"/>
<i>CFL's Email Address</i>	<input type="text" value="billcsmith@navperscom.mil"/>	

This is a sample of a completed Command File form. The data here will be used throughout the application and will save keystrokes later.

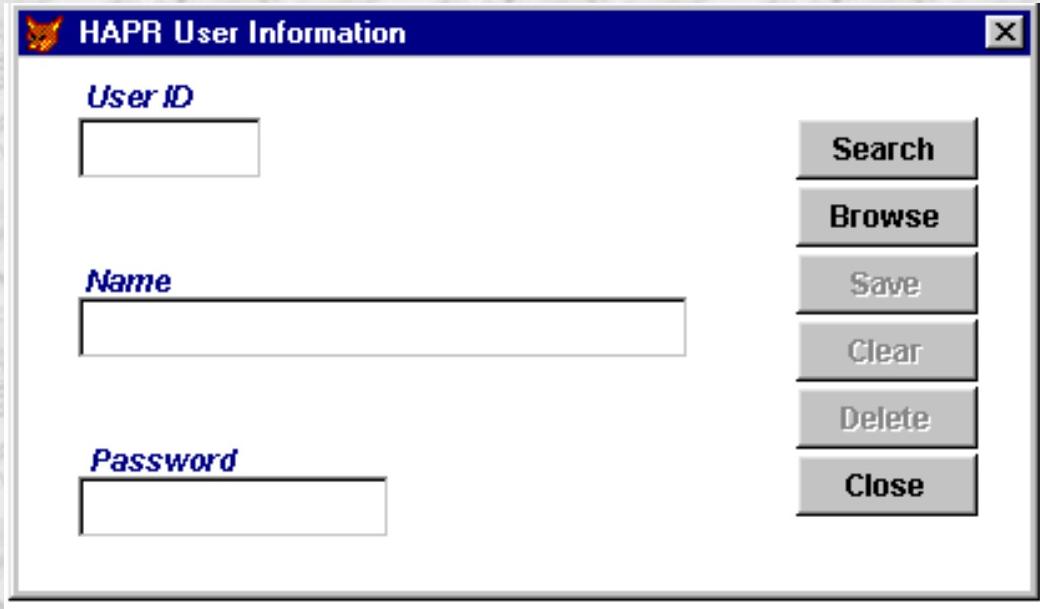
After entering data in all blocks, click on Save. If you click on Close, the record will not be saved.

HAPR Save Notification



Result of clicking on save. This is standard message returned when work has been saved.

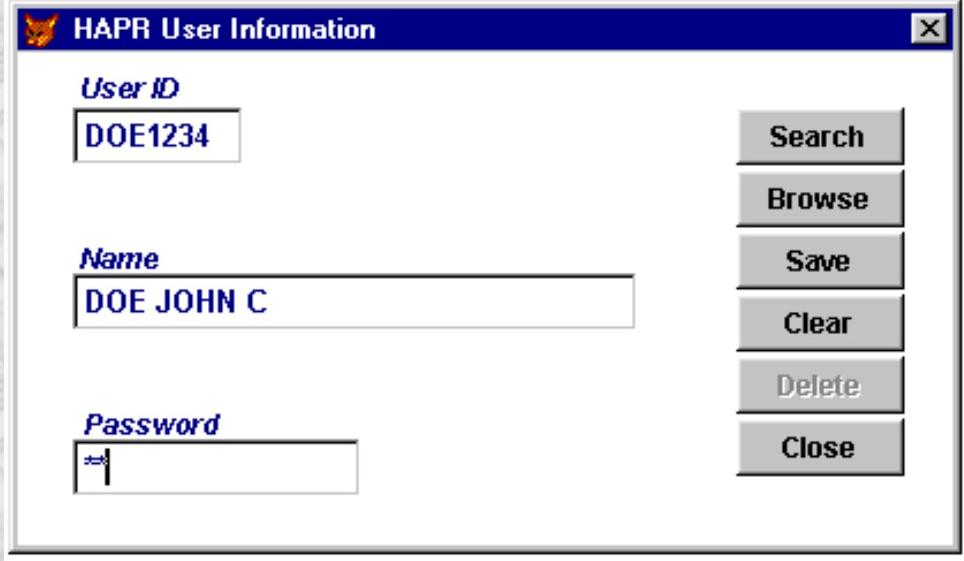
HAPR User Administration



The next setup item is to establish users. You should establish your account and then delete the default userid.

Enter your userid. The userid consists of the first 3 characters of your last name and the last 4 numerals of your SSN. After entering your userid, click on Search.

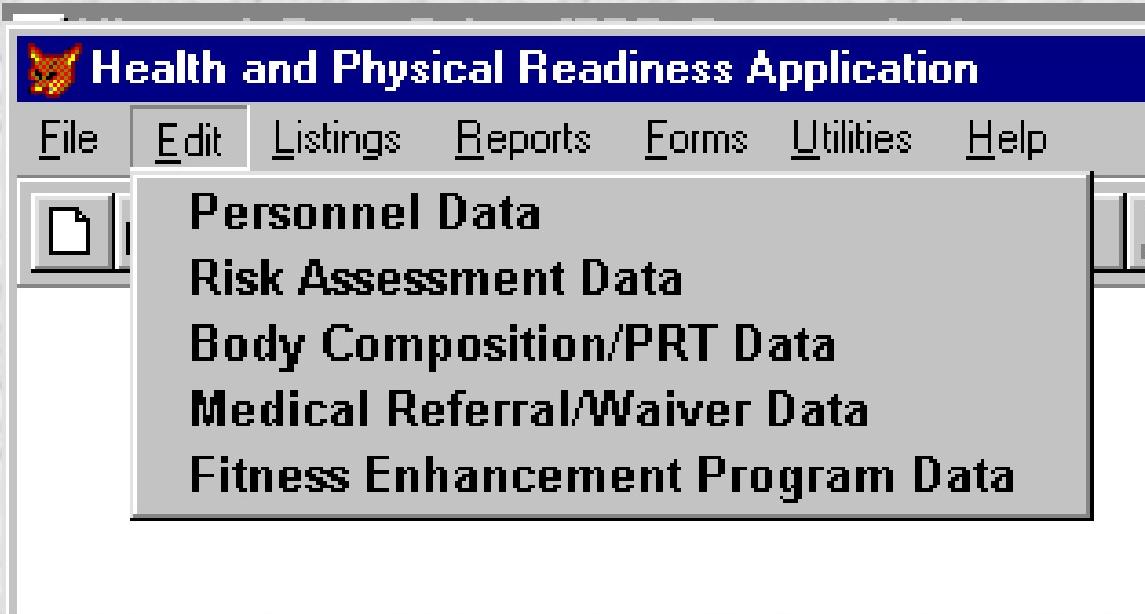
HAPR - User Info



User information screen filled out. After entering info, ensure that you save your work.

Keep the password simple, 2-3 numbers recommended.

HAPR Application - Edit



Setup is now complete.

You are ready to enter data. This is the Edit menu. Personnel data needs to be entered first.

HAPR - Personnel Data

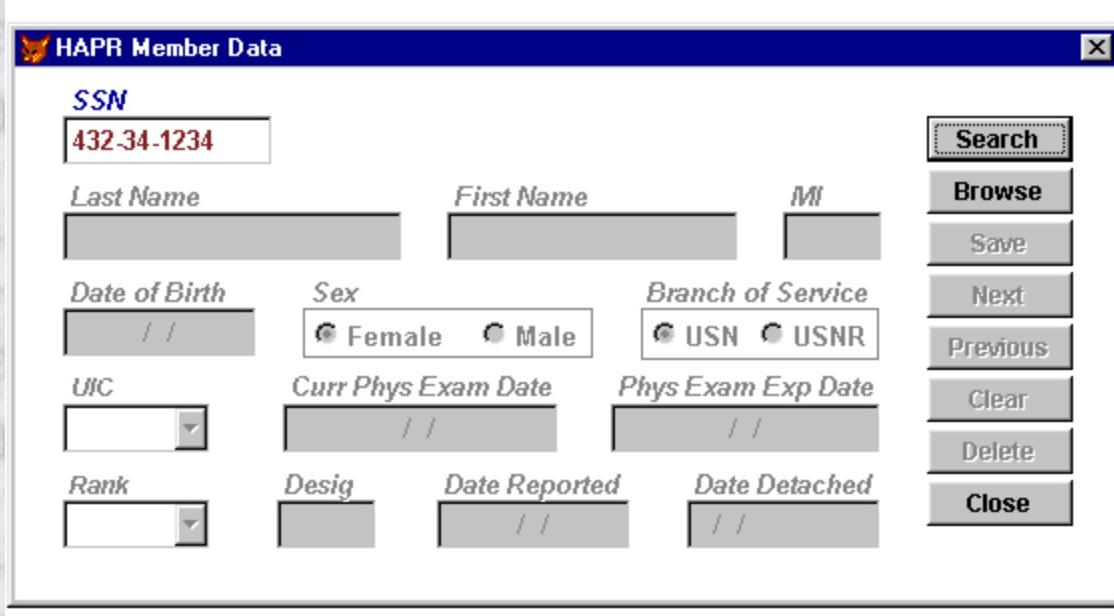
HAPR Member Data

SSN <input type="text"/>	Last Name <input type="text"/>	First Name <input type="text"/>	MI <input type="text"/>	Search
Date of Birth <input type="text"/>	Sex <input checked="" type="radio"/> Female <input type="radio"/> Male	Branch of Service <input checked="" type="radio"/> USN <input type="radio"/> USNR		Browse
UIC <input type="text"/>	Curr Phys Exam Date <input type="text"/>	Phys Exam Exp Date <input type="text"/>		Save
Rank <input type="text"/>	Desig <input type="text"/>	Date Reported <input type="text"/>	Date Detached <input type="text"/>	Next
				Previous
				Clear
				Delete
				Close

This is the Personnel data screen. All members assigned to the UIC which was established in Setup must be entered here.

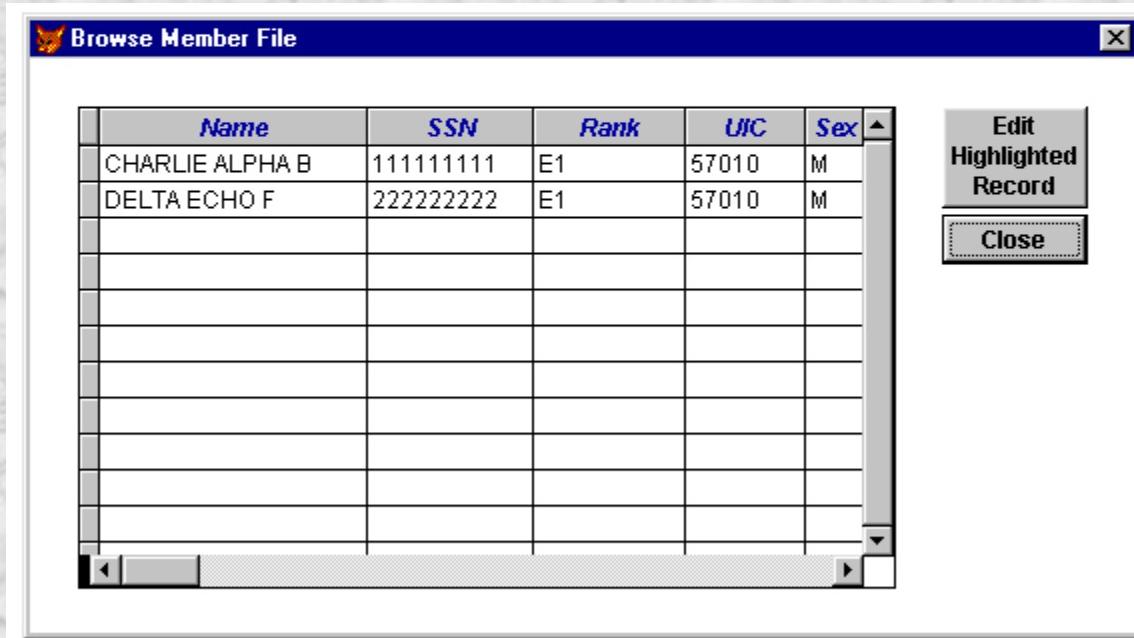
There are 2 methods to input personnel data: (1) manually, as is done here or (2) import. Import is under the File menu. Note that Import is not available for the initial input of data.

HAPR - Personnel Data

A screenshot of a Windows-style application window titled "HAPR Member Data". The window contains various input fields and buttons. At the top left is an icon of a fox. The "SSN" field contains the value "432-34-1234". Below it are fields for "Last Name", "First Name", and "MI". To the right of these are buttons for "Search", "Browse", "Save", "Next", "Previous", "Clear", "Delete", and "Close". In the center, there are fields for "Date of Birth" (containing "/ /"), "Sex" (radio buttons for Female and Male, with Female selected), and "Branch of Service" (radio buttons for USN and USNR, with USN selected). Below these are fields for "UIC" (with a dropdown arrow), "Curr Phys Exam Date" (containing "/ /"), "Phys Exam Exp Date" (containing "/ /"), "Rank" (with a dropdown arrow), "Desig" (containing "/ /"), "Date Reported" (containing "/ /"), and "Date Detached" (containing "/ /").

The Personnel Data screen with SSN entered. The next step is to click on Search.

HAPR - Browse Personnel Data



The browse window is contained on all edit screens.

To edit existing records, an easier way to find a record is to click on Browse. This is an example of a Browse window. To retrieve a record for editing, click on the row containing the desired record, then click on "Edit Highlighted Record".

HAPR - Personnel Data

HAPR Member Data

SSN 222-22-2222	First Name ECHO	MI F	Search
Last Name DELTA	Sex <input type="radio"/> Female <input checked="" type="radio"/> Male	Branch of Service <input checked="" type="radio"/> USN <input type="radio"/> USNR	Browse
Date of Birth 09/01/1968	Curr Phys Exam Date 04/03/1998	Phys Exam Exp Date 04/02/2003	Save
UIC 57010	Desig	Date Reported 03/04/2000	Next
Rank E1	Date Detached / /		Previous
			Clear
			Delete
			Close

Here is the Personnel Data screen filled out. Most items are required to be input.

The Phys Exam Exp Date is a calculated field. For members 50 years, the date is 5 years from the Phys Exam Date. For 50-60, 2 years; over 60, it's 1 year. You may change the expiration date if required.

HAPR - Import Personnel Data

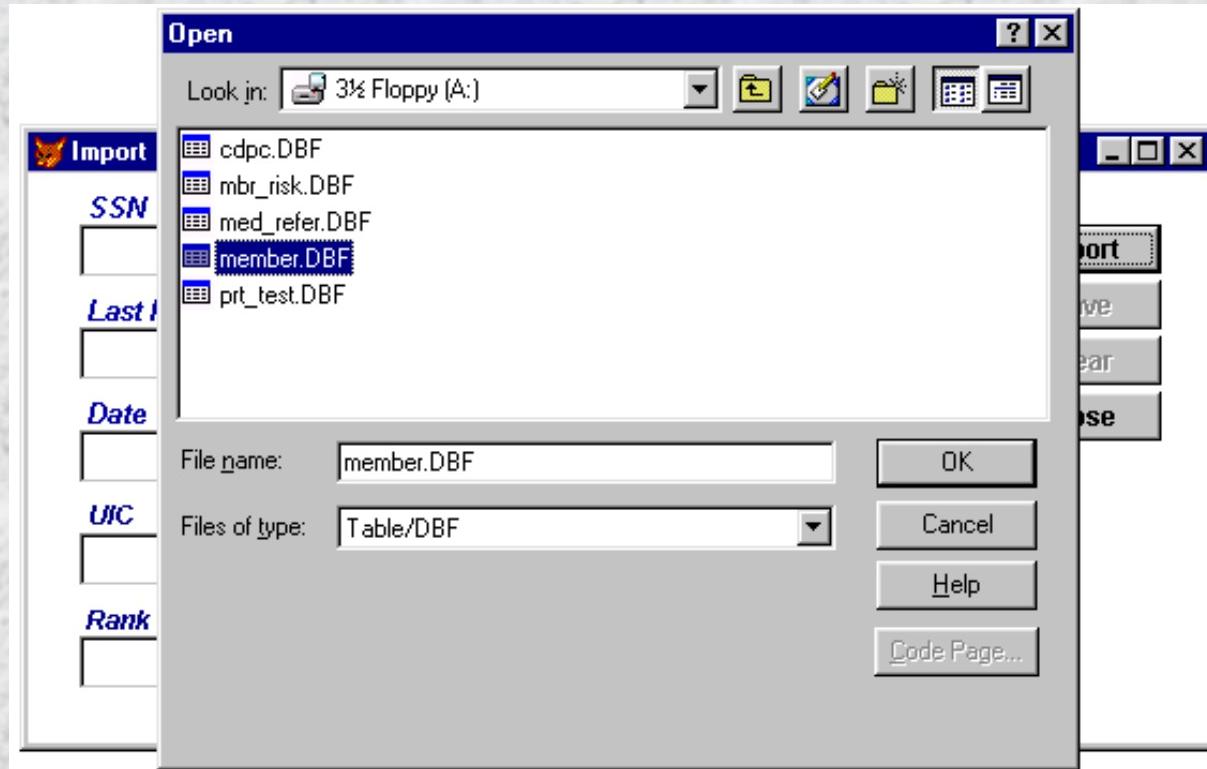
Import Member Data

SSN <input type="text" value="1 - -"/>	Last Name <input type="text"/>	First Name <input type="text"/>	MI <input type="text"/>	Import		
Date of Birth <input type="text" value="//"/>	Sex <input checked="" type="radio"/> Female <input type="radio"/> Male	Branch of Service <input checked="" type="radio"/> USN <input type="radio"/> USNR	UIC <input type="text" value=""/>	Curr Phys Exam Date <input type="text" value="//"/>	Phys Exam Exp Date <input type="text" value="//"/>	Save
Rank <input type="text" value=""/>	Desig <input type="text"/>	Date Reported <input type="text" value="//"/>	Date Detached <input type="text" value="//"/>	Clear	Close	

Another way to get data into the Personnel File is to import it. Import is available under the File menu.

Import is only available if member brings a floppy from previous duty station.

HAPR - Import Personnel Data



Results of clicking on import. Files contained on floppy provided on detachment are shown. Personnel data information is contained in member.dbf

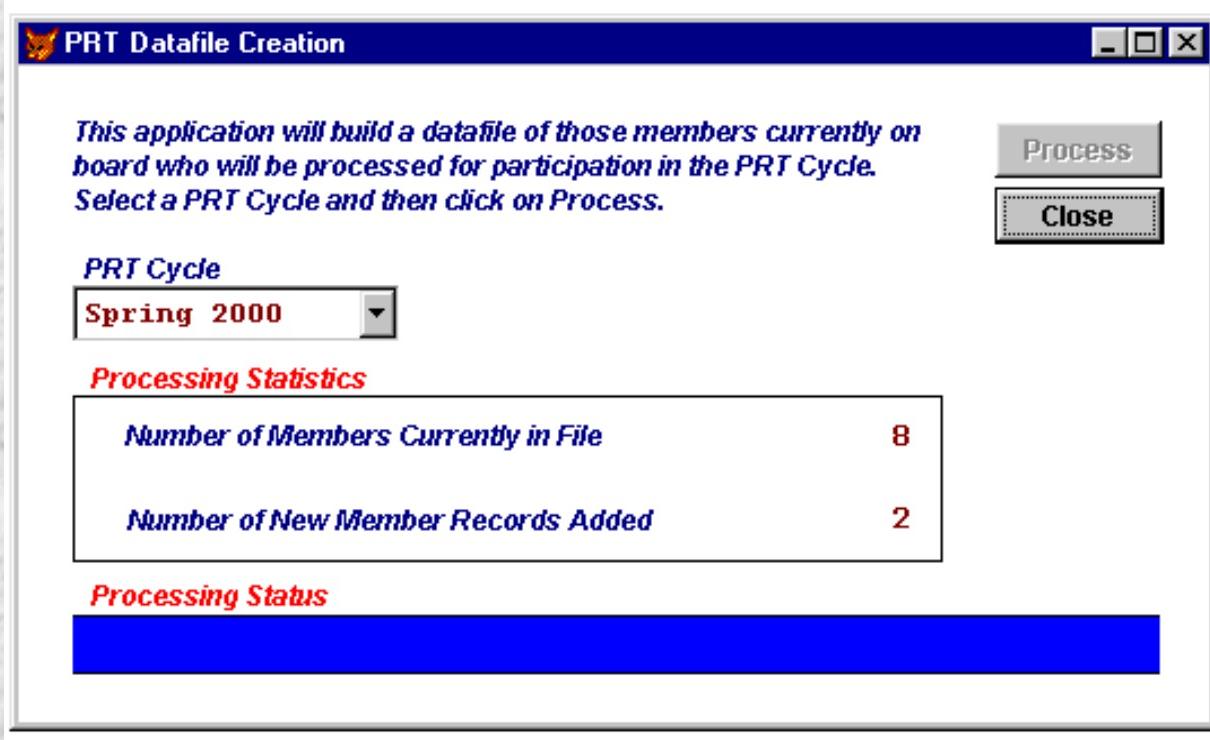
HAPR - Import Personnel Data

Import Member Data

SSN 239-48-2137	Last Name NOVEMBER	First Name LIMA	MI A	Import
Date of Birth 09/04/1978	Sex <input type="radio"/> Female <input checked="" type="radio"/> Male	Branch of Service <input checked="" type="radio"/> USN <input type="radio"/> USNR	Save	
UIC 00001	Curr Phys Exam Date 10/04/1999	Phys Exam Exp Date 10/02/2004	Clear	
Rank E7	Desig	Date Reported 04/13/2000	Date Detached / /	Close

Results of clicking on Ok on previous slide. Data may be modified as necessary.

HAPR - Building the PRT Base



Records can be manually built by using the Body Comp/PRT menu item.

Now that Personnel data has been entered, members on board can be placed in the PRT file for the upcoming cycle. All members currently on board will be added.

HAPR - Importing Risk Assessment

Import Risk Assessment Questionnaire

Member's SSN	PRT Cycle	Member's Name	Import
			Save
Coronary Artery Disease Risk Factors			Clear
Are you a male > 40 years old; female > 50 and do not participate in a consistent aerobic exercise activity 3-5 times weekly?			Print SF600
<input type="radio"/> Yes <input type="radio"/> No			Close
Has your mother or sister died without any explanation (sudden death) or suffered from a heart attack before the age of 55?			
<input type="radio"/> Yes <input type="radio"/> No			
Has your father or brother died without any explanation (sudden death) or suffered from a heart attack before the age of 45?			
<input type="radio"/> Yes <input type="radio"/> No			
Are you a current tobacco user?			
<input type="radio"/> Yes <input type="radio"/> No			
Do you have high blood pressure or are you on blood pressure medication?			
<input type="radio"/> Yes <input type="radio"/> No			
Has a doctor ever told you that you have high cholesterol or are you on cholesterol medication?			
<input type="radio"/> Yes <input type="radio"/> No			
Do you have diabetes?			
<input type="radio"/> Yes <input type="radio"/> No			
Are you sedentary (don't exercise at least 3-5 times per week for at least 30 minutes)?			
<input type="radio"/> Yes <input type="radio"/> No			
Date Questionnaire Completed		/ /	<input type="checkbox"/> Member Cleared to Participate in PRT

When the member has completed the Risk Assessment Questionnaire you must import the record.

Place the floppy containing the member's risk assessment questionnaire in drive A, and press Import.

HAPR - Import Risk Assessment

Import Risk Assessment Questionnaire

Member's SSN	PRT Cycle	Member's Name

Coronary Artery Disease Risk Factors

- Are you a male > 40 years old?
- Has your mother or father ever suffered from a heart attack?
- Has your father or brother ever suffered from a heart attack?
- Are you a current tobacco user?
- Do you have high blood pressure?
- Has a doctor ever told you that you need cholesterol medication?

Signs and Symptoms

 **Important Message . . .**

Insert the floppy provided by the member in Drive A, then click on Ok.

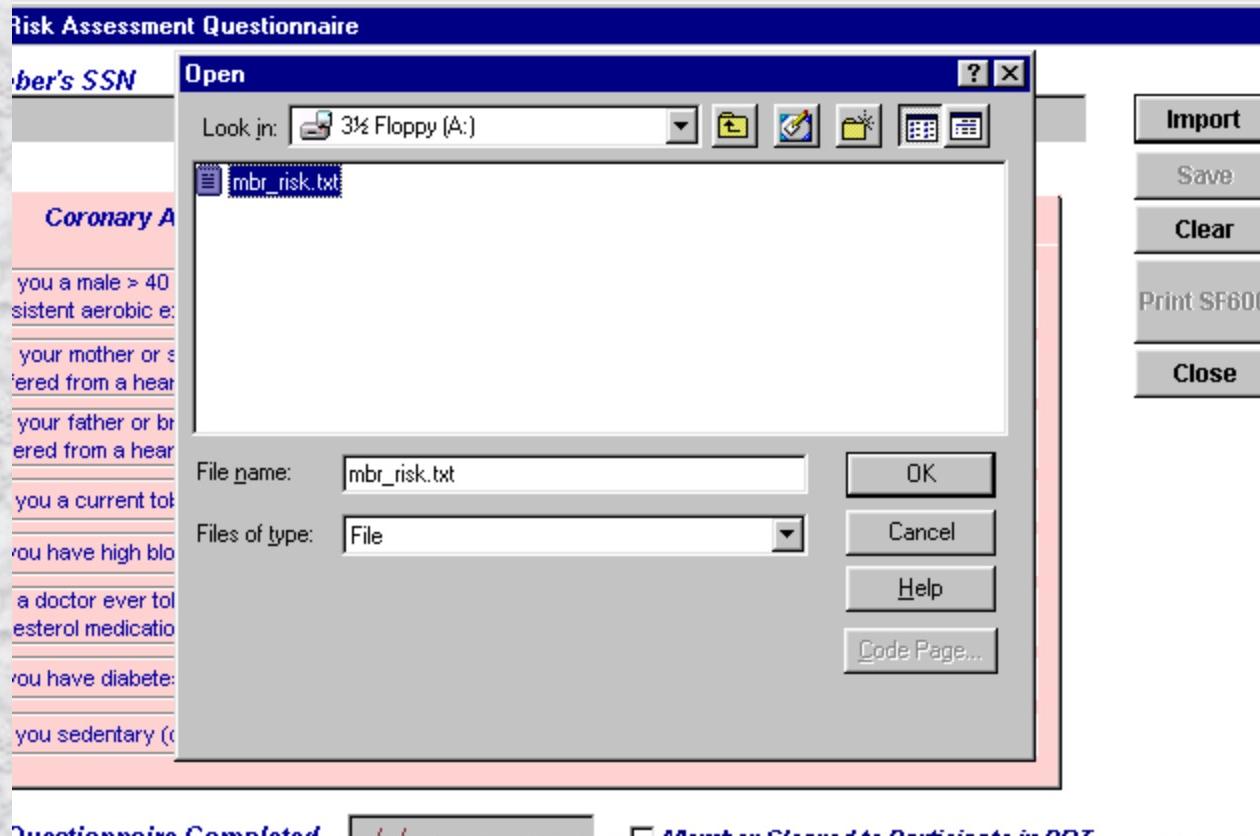
Ok

Do you have diabetes? Yes No

Are you sedentary (don't exercise at least 3-5 times per week for at least 30 minutes)? Yes No

Insert the floppy provided by the member. The floppy contains the risk assessment response.

HAPR - Import Risk Assessment



Select the file containing risk assessment info. Then click Ok.

HAPR - Risk Assessment

Member's Risk Assessment Questionnaire

Member's SSN	PRT Cycle	Member's Name	X
<input type="text"/>	<input type="button"/>	<input type="text"/>	<input type="button"/>
Coronary Artery Disease Risk Factors		Signs and Symptoms	
Are you a male > 40 years old; female > 50 and do not participate in a consistent aerobic exercise activity 3-5 times weekly?		<input type="radio"/> Yes	<input type="radio"/> No
Has your mother or sister died without any explanation (sudden death) or suffered from a heart attack before the age of 55?		<input type="radio"/> Yes	<input type="radio"/> No
Has your father or brother died without any explanation (sudden death) or suffered from a heart attack before the age of 45?		<input type="radio"/> Yes	<input type="radio"/> No
Are you a current tobacco user?		<input type="radio"/> Yes	<input type="radio"/> No
Do you have high blood pressure or are you on blood pressure medication?		<input type="radio"/> Yes	<input type="radio"/> No
Has a doctor ever told you that you have high cholesterol or are you on cholesterol medication?		<input type="radio"/> Yes	<input type="radio"/> No
Do you have diabetes?		<input type="radio"/> Yes	<input type="radio"/> No
Are you sedentary (don't exercise at least 3-5 times per week for at least 30 minutes)?		<input type="radio"/> Yes	<input type="radio"/> No
Date Questionnaire Completed		<input type="text"/>	<input type="checkbox"/> Member Cleared to Participate in PRT
Search			
Browse			
Save			
Clear			
Delete			
Print SF600			
Close			

You must review member's risk assessment
If Ok, check 'Cleared' box at bottom of form.

If member responded 'Yes', the SF600 can be printed from this screen.

HAPR - Medical Waiver

PRT Application - Medical Referral/Waiver

SSN 334-88-8888	Date of Waiver 03/04/2000	Name BAKER CHARLIE D
Medical Recommendation <input checked="" type="radio"/> Cleared for participation in fitness enhancement program <input type="radio"/> Referred for appropriate medical consultation or rehab <input type="radio"/> Provided return appointment to medical facility <input type="radio"/> Recommended for appropriate rehabilitability program		
Waivers <i>Based on medical exam, member is exempt from participation in the events checked below:</i> <input checked="" type="checkbox"/> PRT Sit - Reach <input checked="" type="checkbox"/> PRT Run/Walk <input checked="" type="checkbox"/> PRT Curlups <input checked="" type="checkbox"/> PRT Swim <input checked="" type="checkbox"/> PRT Pushups <input checked="" type="checkbox"/> Fitness Enhancement Program <input checked="" type="checkbox"/> Body Composition Measurements		
Expiration Date of Waiver 05/05/2000		<input type="button" value="Search"/> <input type="button" value="Browse"/> <input type="button" value="Browse Personnel File"/> <input type="button" value="Save"/> <input type="button" value="Next"/> <input type="button" value="Previous"/> <input type="button" value="Clear"/> <input type="button" value="Delete"/> <input type="button" value="Close"/>

Results of SF600 submission are entered here when member is given a medical waiver.

HAPR- Body Comp/PRT Data

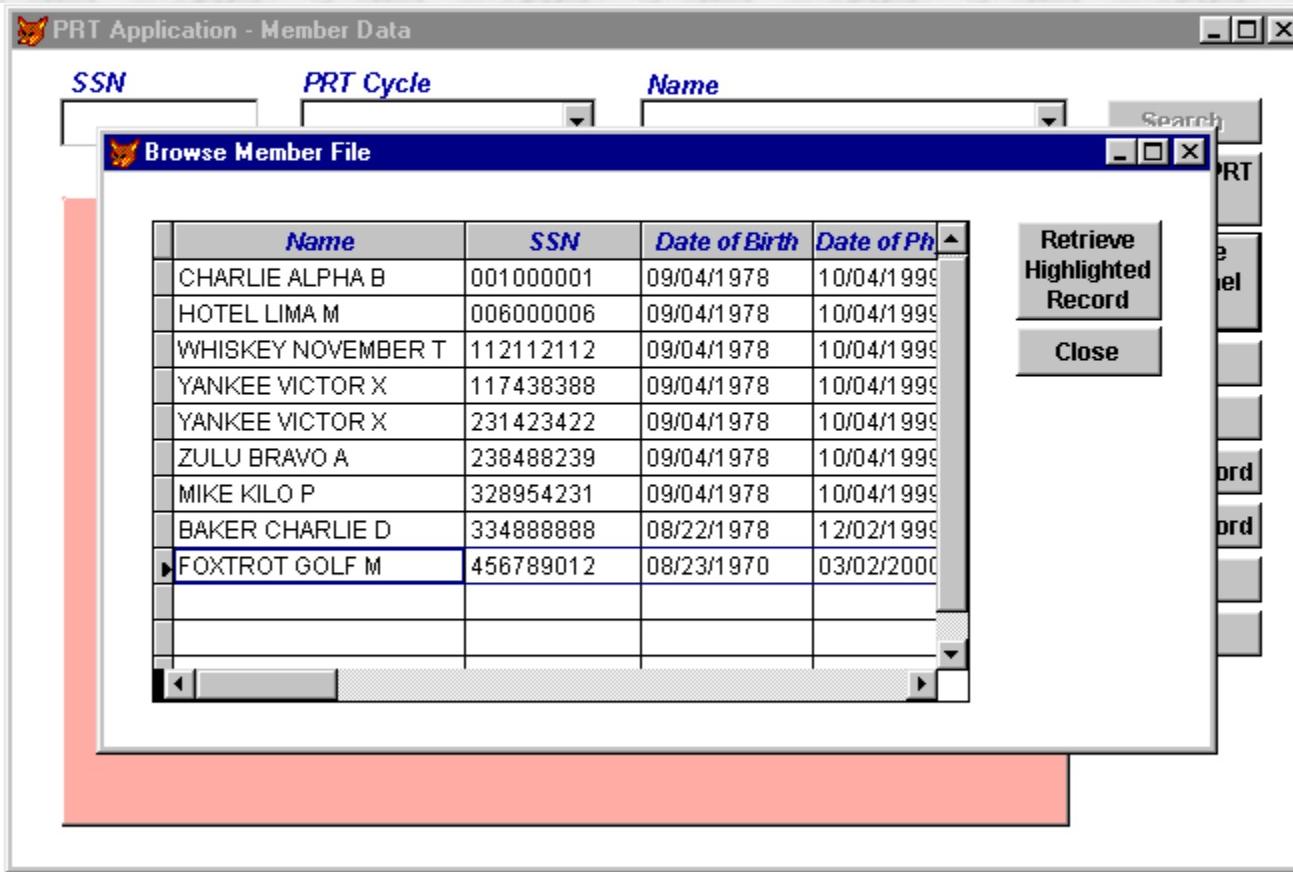
PRT Application - Member Data

SSN	PRT Cycle	Name	
<input type="text"/>	<input type="button"/>	<input type="button"/>	
Body Fat/Phys Info		PRT Results	
Weight	<input type="text" value="0"/>	<input type="button" value="Check Height/Weight"/>	
Height	<input type="text" value="0.0"/>	<input type="checkbox"/> Height/Weight Within Specification	
Body Fat Computation			
Neck	<input type="text" value="0.0"/>	Abdomen	<input type="text" value="0.0"/>
Hip	<input type="text" value="0.0"/>	Natural Waist	<input type="text" value="0.0"/>
Body Fat Composition		<input type="button" value="Calculate"/>	
<input type="text" value="0"/>		Date B/F Calculated	

Search
Browse PRT File
Browse Personnel File
Save
Clear
Next Record
Prev Record
Delete
Close

Body comp and PRT test data is input on this screen.

HAPR - Using Browse Function



Browsing the member file. You can manually place a member in the PRT test file from this screen.

HAPR - Body Comp Data

PRT Application - Member Data

SSN 001-00-0001	PRT Cycle Spring 2000	Name CHARLIE ALPHA B	Search
Body Fat/Phys Info		PRT Results	Browse PRT File
Weight 160	Check HeightWeight	Browse Personnel File	
Height 64.0	<input checked="" type="checkbox"/> HeightWeight Within Specification	Save	Clear
Body Fat Computation			
Neck 0.0	Abdomen 0.0	Next Record	
Hip 0.0	Natural Waist 0.0	Calculate	Prev Record
Body Fat Composition 0		Date B/F Calculated 04/05/2000	Delete
		Close	

Height, weight and body composition data is entered on the first tab of this form.

The Body Composition Calculate button is available only when member's height/weight is out of specification.

HAPR - PRT Results

PRT Application - Member Data

SSN 001-00-0001	PRT Cycle Spring 2000	Name CHARLIE ALPHA B
Body Fat/Phys Info		PRT Results
Date of PRT 03/10/2000	Participation Status PARTICIPANT	Sit-Reach Results <input checked="" type="radio"/> Pass <input type="radio"/> Fail
Age at Time of PRT 21	Calculate Performance Category	
PRT Test Results and Classification		
Item	Score	Category/Level
<input checked="" type="checkbox"/> <i>Curlups</i>	66	GOOD MEDIUM
<input checked="" type="checkbox"/> <i>Pushups</i>	55	GOOD MEDIUM
<input checked="" type="checkbox"/> <i>Run/Walk</i>	10:00	EXCELLENT MEDIUM
<input type="checkbox"/> <i>500 Yard Swim</i>	:0	
<input type="checkbox"/> <i>450 Meter Swim</i>		
Overall Classification		GOOD MEDIUM

Search
Browse PRT File
Browse Personnel File
Save
Clear
Next Record
Prev Record
Delete
Close

Member's PRT scores are entered on the second tab of this screen.

HAPR - FEP Data

Fitness Enhancement Program Data

SSN 334-88-8888	Name BAKER CHARLIE D		
Date Placed in FEP 03/06/2000	Date Removed from FEP //		
Body Fat/Phys Info		Practice PRT Results	
Weight 150	Check Height/Weight		
Height 64.0	<input checked="" type="checkbox"/> Height/Weight Within Specification		
Body Fat Computation			
Neck 0.0	Abdomen 0.0		
Hip 0.0	Natural Waist 0.0	Calculate	
Body Fat Composition 0		Date B/F Calculated //	

Search

Browse FEP File

Browse Personnel File

Save

Clear

Next Record

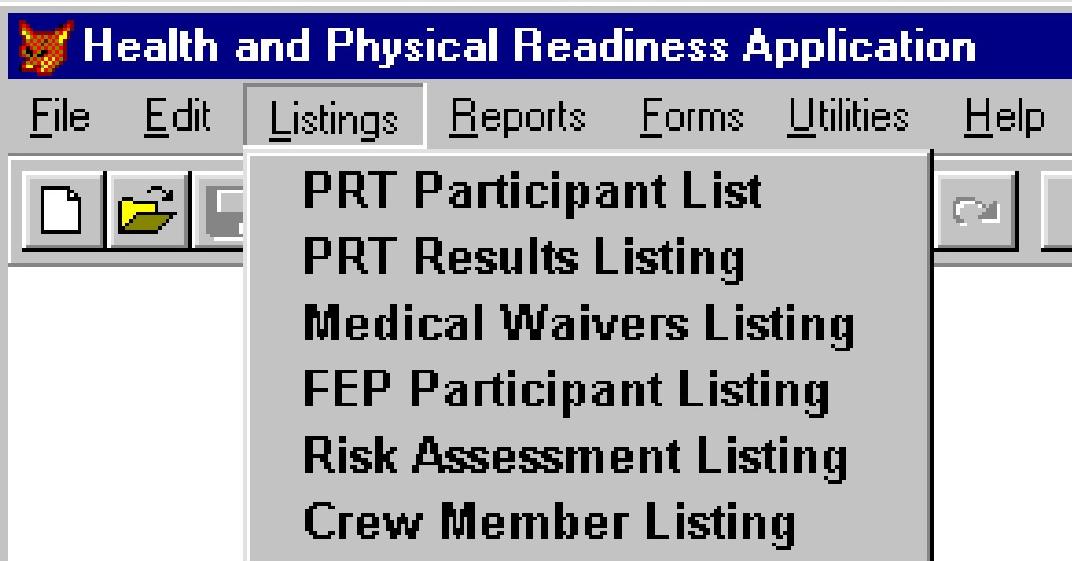
Prev Record

Delete

Cancel

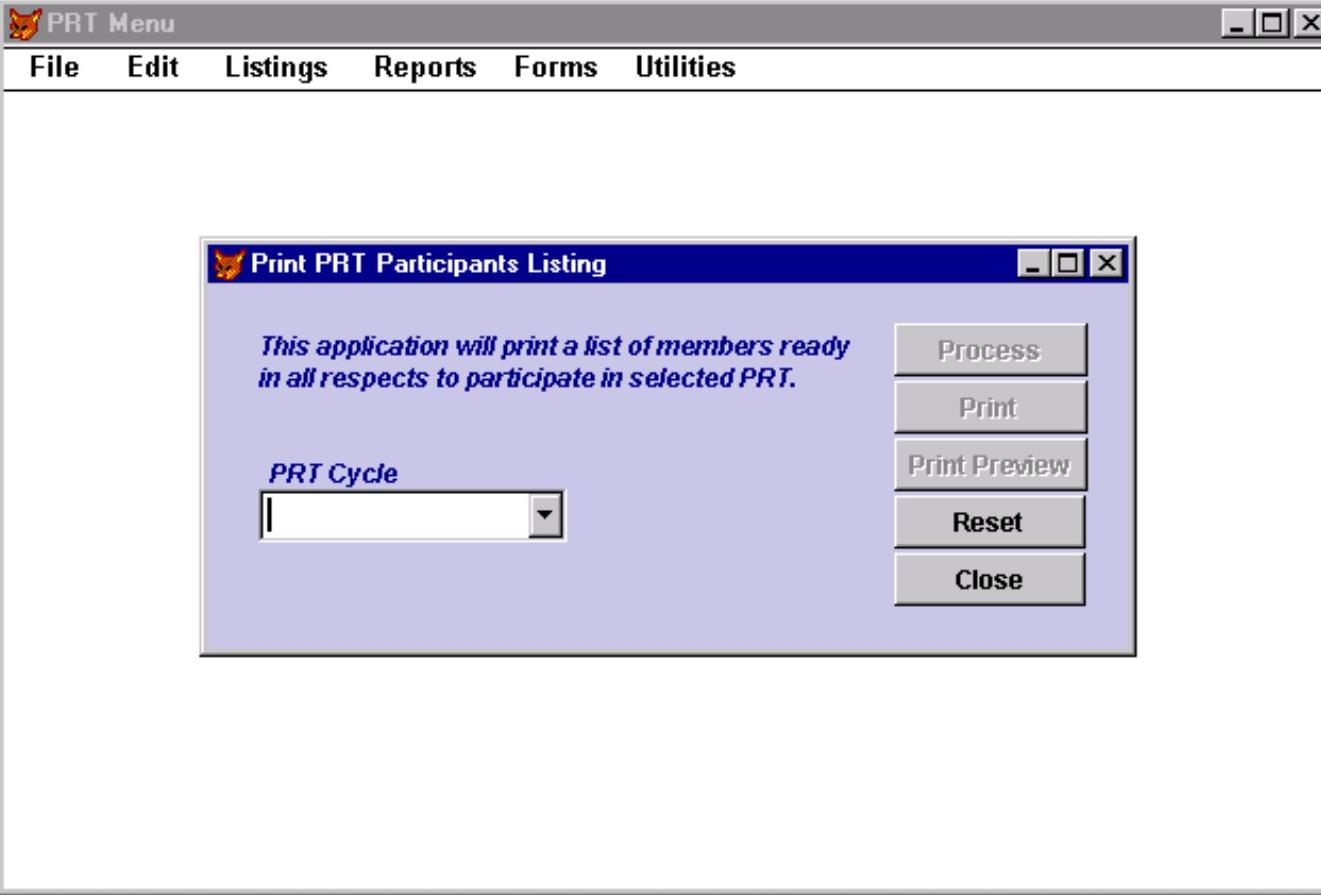
Data concerning member's participation in the FEP is entered here.

HAPR - Listings



The listings menu.

HAPR - Typical Listings Setup



A setup screen is provided so that selection criteria can be entered.

HAPR - Sample Listing

The screenshot shows a Windows-style application window titled "Health and Physical Readiness Application". The menu bar includes File, Edit, Listings, Reports, Forms, Utilities, and Help. A toolbar with various icons is at the top, and a "Print Preview" window is open above the main content area. The main window displays a "MEDICAL WAIVERS LISTING" with the following details:

Date: 04/13/2000 Page: 1

Name	SSN	Date of Medical Waiver	Medical Waiver Expiration Date	Events for Which Waiver Granted from Participation
BAKER CHARLIE D	334-88-8888	03/04/2000	05/05/2000	<input checked="" type="checkbox"/> Sit-Reach <input type="checkbox"/> Pushups <input checked="" type="checkbox"/> Swim <input checked="" type="checkbox"/> Curlups <input checked="" type="checkbox"/> RunWalk
MIKE KILO P	328-95-4231	04/01/2000	05/05/2000	<input checked="" type="checkbox"/> Sit-Reach <input type="checkbox"/> Pushups <input type="checkbox"/> Swim <input checked="" type="checkbox"/> Curlups <input type="checkbox"/> RunWalk

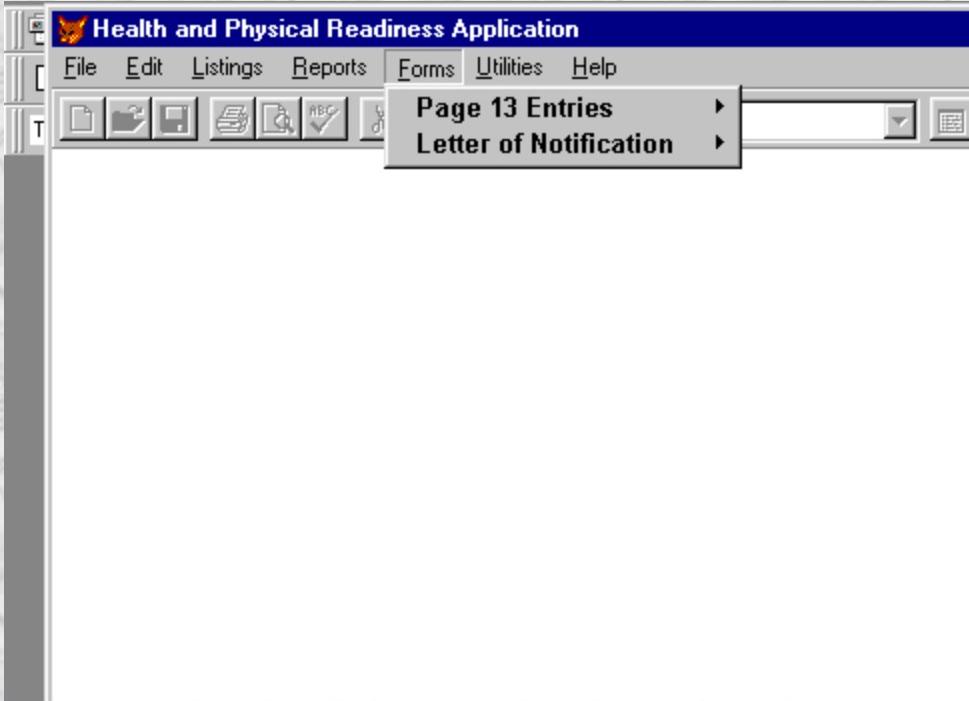
Sample listing.
Most listings can be printed to the screen if desired.

HAPR - Reports



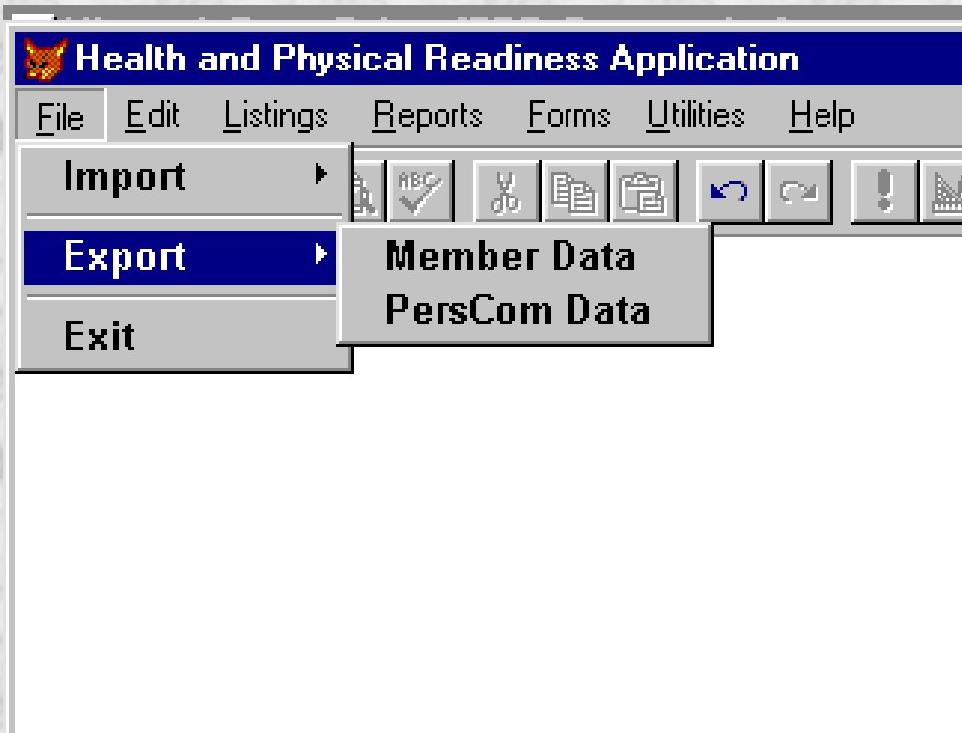
Reports
menu.

HAPR - Forms



Forms menu.

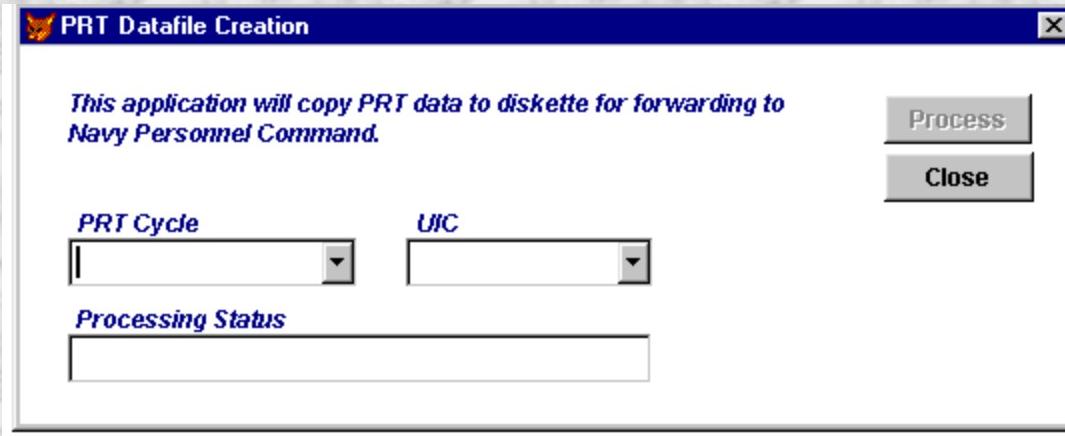
HAPR - Export



Export menu. Export member data when member is detached from this command. Give floppy to member for delivery to next duty station.

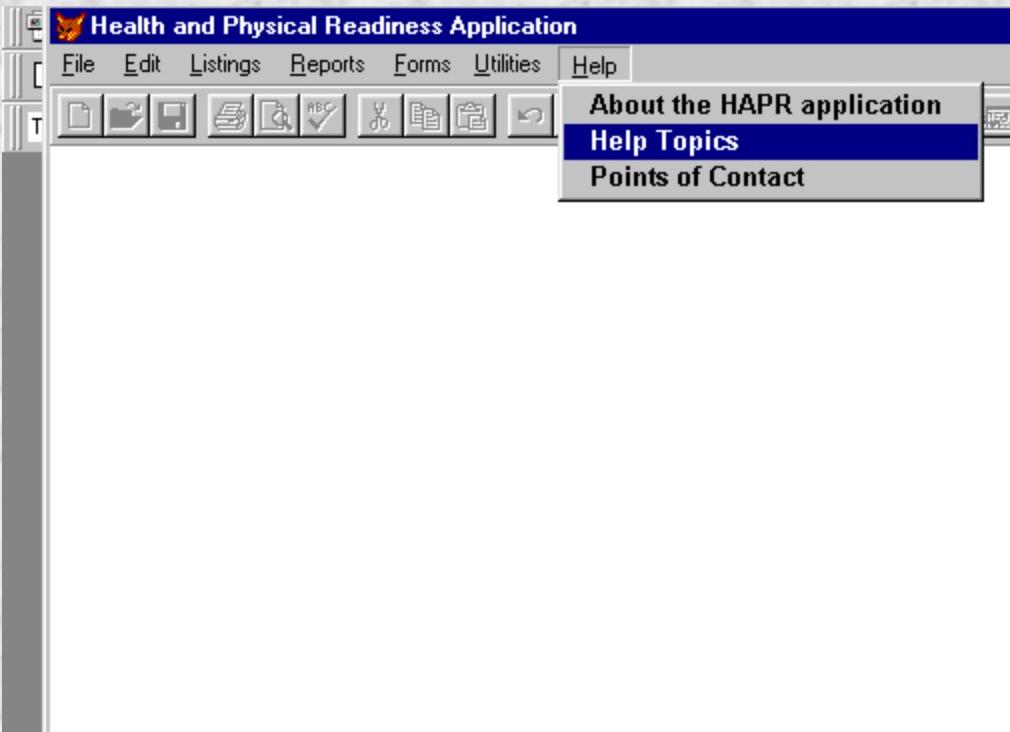
Export PersCom data after completion of PRT for a cycle.

HAPR - Export Setup



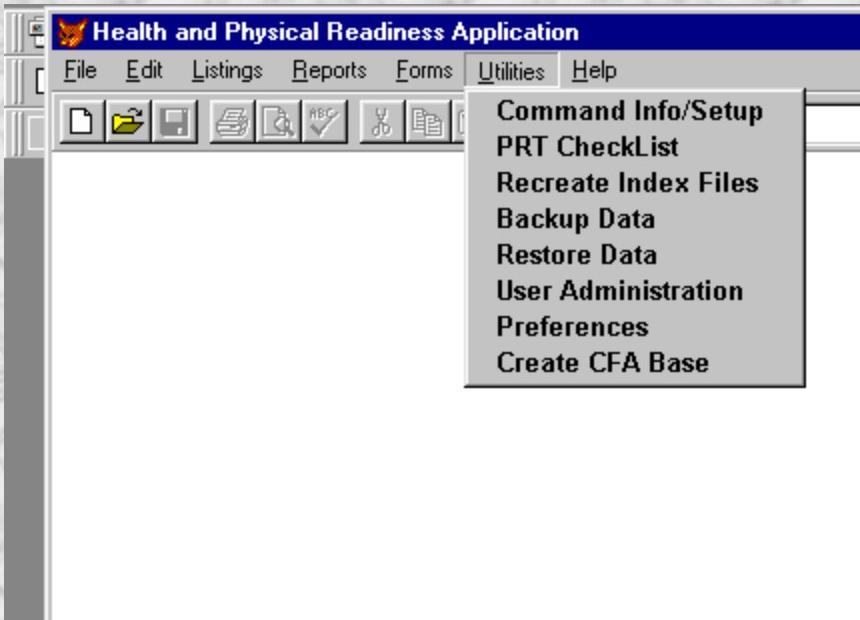
Export screen.
Select the PRT cycle and the UIC. Then click Process.

HAPR - Help System



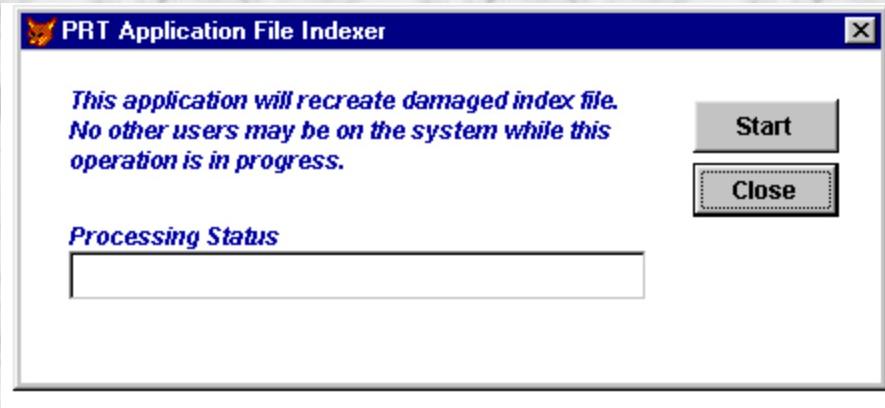
Help menu.

HAPR - Utilities



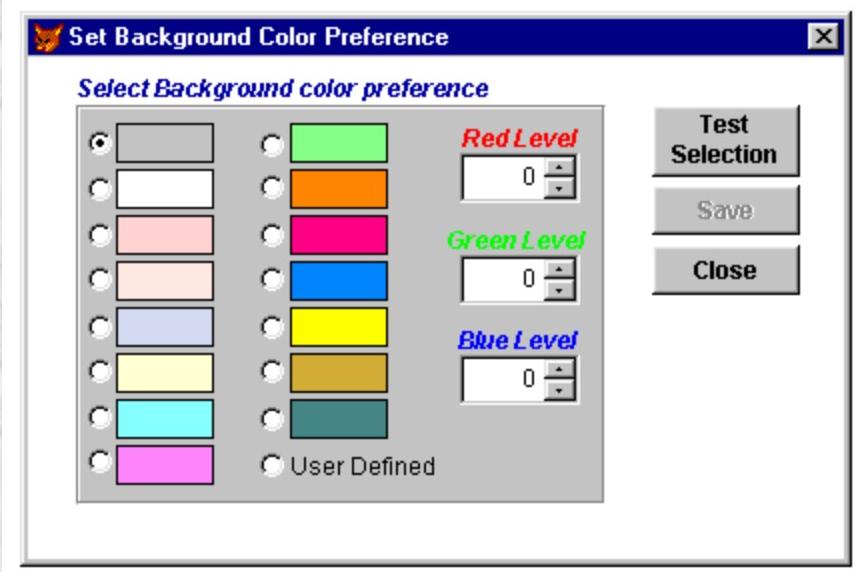
The Utilities menu.
Various routines to
recreate indexes, change
screen colors, backup
data.

HAPR - Recreate index files



Sometimes, indexes become corrupted. Use this utility to repair damaged indexes.

HAPR - User Preference



Change screen colors using this utility.